

**Minutes of the UAA Executive Committee Meeting**  
**Thursday, August 20, 2015**  
**10:30 AM – 12:30 PM**  
**TetraTech Offices**  
**1320 N. Courthouse Road, Arlington, VA**

**Board Members Attending:** Frank Almaguer, David Cohen, Franklin Moore, Carol Peasley, Nancy Pielemeier and Alex Shakow

**Board Members Absent:** David Eckerson

**Committee Co-Chairs Attending:** Jim Fox, George Hill, Jim Michel, Nancy Tumavick and Jerry Wood

**Committee Co-Chairs Absent:** Bill Anderson, Marilynn Schmidt and Ann VanDusen

**UAA Executive Assistant:** Ven Suresh absent

**Meeting Chair:** Alex Shakow

**1. July Minutes and Finance Report:**

The UAA Board approved the Minutes of the July 16 EXCOM meeting.

The July Financial Report is included at **Attachment A**. It was noted that the UAA had an unexpected expense in July: \$382.95 to cover DACOR's DC tax payment for the Spring 2014 Reception held at that facility. This bill uncovered a gap in our status with the DC government. While the UAA is a non-profit organization registered in DC, local authorities require DC non-profits to register separately for tax exemption.

**Next Step:** George will follow up with the paperwork needed to register and receive tax-exempt status for the UAA from DC tax authorities.

**2. Monthly Membership Report:**

The EXCOM has not received a Membership Report detailing new registrations and contributions since March. The EXCOM once again discussed the need to resurrect these reports and to upgrade and integrate the various software tools the UAA currently uses to keep track of alumni and members. This includes a) developing an integrated system for registering new alumni; b) linking registrations to the UAA web directory (while providing a means by which those who do not wish to be included in the directory can be excluded); c) providing the means by which the registry can collate names by geographic area; and d) ensuring that contribution lists can be updated on a timely basis for both those who pay by check and those who use the Constant Contact tool.

**Next steps:**

- George and David C. will work with Ven and the website administrator to develop the needed tools for a reliable system to reconcile our records relating to alumni registration, membership, and contribution and report progress at the monthly EXCOM meetings.
- In the meantime, Ven will develop a Membership Report for August that includes the latest information on the number of registered alumni and contributing members (including “Friends of the UAA” list).
- Ven, working with Nancy T., also will send out individual emails to registered alumni with no registered address requesting location information. He will also add a location (zip code) column in the membership directory.

### **3. 2015 Annual General Meeting (AGM)**

A detailed report and draft agenda for the October 23, 2015 AGM was circulated by AGM Committee Chair Nancy Pielemeier prior to the EXCOM meeting (see **Attachment B** of these Minutes). The theme of the 2015 AGM was reconfirmed: “Building a New Consensus for Development and the Role of Foreign Assistance.”

Nancy reported that planning for the various agenda items is on track and guests participants have been contacted and plan on attending.

Nancy and her committee will make adjustments to the agenda, as needed, and will accommodate slots in the agenda for election results announcement and for the annual alumni awards presentation.

Nancy requested that EXCOM members plan on going to the CDG facility on the afternoon of Thursday, October 22 to help rearrange the meeting room for the next day's AGM. She also asked for volunteers to remain after the AGM to help put back the meeting room furniture where it normally belongs.

#### Annual Alumni Awards:

Several nominations have been received. The Awards Committee will canvass in the next few days to discuss nominations and decide on awards.

#### Strategic Plan Status Report to the Membership:

The multi-year UAA Strategic Plan is updated every year in January. Every year, the Plan is reviewed by the EXCOM in August and September in order to present at the AGM a status report on implementation activities during the current year and preliminary ideas for the coming three years. The structure of the Strategic Plan is to align the UAA's five goals with the five EXCOM standing committees. Jim Michel requested once again that committee co-chairs send him a brief summary of the activities undertaken by the committees so far this year and projected activities. He will collate and share a draft with EXCOM before the September meeting.

**Next Step:** Committee Co-chairs were requested to provide Jim with the required feedback by the end of next week (August 28).

## **4. Operating Committee Reports**

### **Membership:**

The summer UAA picnic on July 25 had a good turnout and participants had a good time.

Regional groupings: The Membership Committee continues to struggle with the issue of encouraging the formation of regional groups. The updating of the membership lists to include Zip Codes will facilitate this effort.

The Committee also is exploring the idea of promoting gathering of alumni by countries or regions of service (e.g., Egypt, Latin America, Africa).

Anne Dammarell will represent the Committee at the September EXCOM meeting.

### **Development Issues:**

The DI Committee recently responded to a request from USAID that the UAA contribute to USAID's evolving "Poverty Elimination Vision," now under Agency review. The DI group requested and received numerous observations on the subject from alumni. This feedback was consolidated into a paper drafted by Jim Michel on behalf of the UAA. USAID responded by lauding the UAA paper. This is a precedent-setting example of UAA-USAID partnership on development issues. The EXCOM expressed its pleasure and singled out Jim Michel for his leadership on this issue and the outstanding report.

Terry Myers made a presentation at the August 6 DI Committee meeting on how development and foreign assistance fit into national security. The meeting was well attended and Terry's remarks were well received. Alumni will be encouraged to offer comments in the "Perspectives" section of the UAA website.

In response to USAID Counselor Susan Reichle's request that the UAA consider how USAID could better learn from its failures, a committee made up of Jim Fox, Bobbie Van Heften and Clarence Zuvekas will prepare a paper on positive and negative experiences with agricultural extension services for possible sharing with USAID. Carol P. suggested that Jim Fox check with Susan Riechle prior to preparing the report in order to ensure that it is consistent with what she is expecting from the UAA.

**Next step:** Jim Fox will contact Susan Riechle to discuss and agree on the focus of the study, methodology, etc.

### Upcoming Development Dialogue Series:

- September 14, Emmy Simmons on "Transforming Food and Ag Policy: How US decision-making might shape the future of food at a global scale".
- October 9, Lester Brown on "The Great Transition: Shifting from Fossil Fuels to Solar and Wind Energy".

### **Public Outreach:**

The SID (Society for International Development) reception on August 12 for Mission Directors, John Pielemeier spoke very effectively about the new

USAID authors' bibliography, eliciting considerable interest from USAID staff in attendance.

### **USAID Strengthening:**

The USAID Strengthening team preparing for a new cohort scheduled to begin in mid-October. USAID bureau coordinators are planning to be more active in seeking timely feedback from field participants and to make corrections as required, rather than waiting for feedback after the fact.

Carol noted that a current Mission Director asked her about the possibility of UAA mentoring for Mission Directors. Carol suggested that the UAA broach the subject with USAID senior leadership.

## **5. Other Business**

**Website:** David C. indicated that, with the return of the newsletter and clarified links, website traffic seems to be returning to pre-March norm. In a discussion of the tabs on the website navigation bar, he noted that, in actuality, the monthly newsletter is the biggest driver of website usage. The longstanding most popular website pages are: the main landing page, the Tributes section, the Alumni Directory, the USAID Staff Movements page and the jobs page.

**Action request:** David C. was asked to review the status of a couple of UAA email addresses and ensure that these go to the right person(s) within the EXCOM: [perspective@usaidalumni.org](mailto:perspective@usaidalumni.org) and [alumniawards@usaidalumni.org](mailto:alumniawards@usaidalumni.org)

**Newsletter:** In keeping with the new policy of issuing newsletters on the first Monday of every month, the September Newsletter will go out on September 7. Articles for inclusion in the Newsletter must be in Ven's hands a week earlier, i.e., Monday, August 31.

**History of USAID:** Alex reported that as of today, pledges totaling some \$150,000 have been received from all sources. Next steps include contacting several foundations in search of additional funding and consideration of even closer collaboration with the CGD in the writing of the book.

**Board elections:** The EXCOM ratified the proposed slate of five candidates. The notice and ballot will go out immediately after Labor Day, giving members six weeks in which to vote electronically.

**Next meeting:** The next meeting of the EXCOM will take place at TetraTech on Thursday, September 17 from 10:30 am to 12:30 pm.

**Attachment A:** July 2015 Financial Report

**Attachment B:** Update on 2015 AGM preparations

Drafted by FA: 8/22/15; edited 8/23/15 & 8/31/15

**ATTACHMENT A****Financial Report of the UAA as of July 31, 2015**

❖ Balance as of end June 2015:		\$ 14,509.88
• Member contributions received in July		\$ 1,170.00
• Disbursements for the month:		\$ 1,183.77
○ Web site	\$ 256.50	
○ Miscellaneous	\$ 49.32	
○ DACOR bill for local taxes on 2014 Spring Reception	\$ 382.95	
○ Admin. Asst.	\$ 495.00	
❖ End July balance:		\$14,496.11

Note: UAA savings account balance: \$10,272.26

**ATTACHMENT B**

8/19/15 Update

**USAID Alumni Association 2015 Annual General Meeting (10/23/15)  
Information for Program Participants**

The theme of the 2015 meeting is “Building a New Consensus for Development and the Role of Foreign Assistance.”

**Objectives of the program:**

- To review past interaction between USAID/the Executive Branch and the Congress which led to creation of key development initiatives or legislation, to relate these experiences to current development priorities, and to encourage increased collaboration on initiatives in the future in pursuit of greater development effectiveness;
- To encourage further discussion and debate on the important elements of the next Administration’s foreign assistance program;
- To promote post-AGM participation of UAA members and other attendees in informing the platforms of candidates in the 2016 political campaign.

**Program structure (see attached agenda):**

After registration and coffee (8:15-9:15), the co-chairs will welcome participants, provide a brief report on the state of UAA, and introduce the program (9:15-9:30).

The first session (9:30-10:45, of which at least 30 minutes will be reserved for discussion/Q&A) will feature a plenary panel entitled “Bridging the Congressional-Executive Chasm: A Conversation with Three Congressional Leaders.” George Ingram (Senior Fellow, Brookings Institution and formerly senior staff on the House Foreign Affairs Committee and Deputy Assistant Administrator at USAID) will lead the session, which will feature three former Congressmen - Matt McHugh, Jim Kolbe and Howard Berman - who held leadership roles on foreign assistance issues over the past four decades. George will introduce the discussion and draw out examples and stories from the Congressmen about how initiatives were shaped, focusing on lessons learned from positive (and not so positive!) interaction between the Hill and the Administration.

After a coffee break (10:45-11:15), the second session (11:15-12:45) will feature two concurrent panels discussing lessons learned on collaboration between USAID and Congress. Each panel will run for 90 minutes, with 40-45 minutes for presentation, and 45-50 minutes for discussion. Moderators will speak for no more

than 10 minutes, followed by no more than 10 minute presentations by panel members, followed by discussion among the panelists and with the audience.

Panel A will focus on the creation of new legislation with a poverty focus. Alex Shakow (Assistant Administrator for Policy, 1977-81) will moderate the session and introduce the discussion, focusing on the importance of developing collaborative relationships between USAID and the Hill. Panelists will include Jack Sullivan (former senior staffer, House International Relations Committee and AID Assistant Administrator for Asia 1977-81) who will describe the development of the New Directions legislation in the early 1970s; Terry Peel (former Senior Subcommittee Staff Director of the House Committee on Appropriations) who will focus on the creation of the Development Fund for Africa); and Chris Holmes (Deputy Assistant Administrator in USAID's Bureau for Economic Growth, Education and Environment and the Agency's first Global Water Coordinator) who will describe the five year effort which culminated in the passage of the Water for the World Act in 2014.

Panel B will focus on dealing with disasters. Diana Ohlbaum, (current position and past Hill and Agency positions) will moderate and will give an overview of the legislative history and role of USAID-Hill relationships. Panelists will include Andrew Natsios, (former head of OFDA and former USAID Administrator) who will discuss the evolution of OFDA from a focus on disaster assistance to dealing with complex emergencies; Bill Garvelink (former Deputy AA for Bureau of Democracy, Conflict and Humanitarian Assistance and former Deputy Coordinator for Development for the Presidential Feed the Future initiative) who will how OFDA's mitigation and prevention role facilitates the Feed the Future initiative; and Jeremy Konyndyk (Director, Office of US Foreign Disaster Assistance) who will discuss OFDA's and the agency response to the recent Ebola outbreak.

The concluding panel will take place after lunch (12:45-2:00) and remarks by the USAID Administrator (2:00-2:30), from 2:30 to 4:00, with 20-30 minutes reserved for discussion/Q&A). This panel will focus on issues and objectives that should shape the USAID of the next administration. Nancy Birdsall, President of CGD, will introduce the session, with CGD fellows Ben Leo and Casey Dunning participating together with Hill staffers (Les Munson and Tim Rieser, invited).

#### **Audience:**

The audience will include UAA members and current USAID, Hill, and CGD staff. The total room capacity is 150, and we expect a full crowd for the introductory and concluding plenary panels. The conference room will be divided into 2 sections for the concurrent panels, with approximately 75 attending each of the breakout panels.

#### **Logistics:**

The meeting will be held at the offices of the Center for Global Development at 2055 L St., NW, Washington, DC; 5<sup>th</sup> floor. The program will run from 8:15 to 4:00. Breakfast, coffee and lunch will be provided. The agenda follows.

## **8/19/15 revised draft agenda for UAA AGM**

### **Building a New Consensus for Development and the Role of Foreign Assistance October 23, 2015**

Center for Global Development

- 8:15-9:15 Registration/Coffee/Mingling
- 9:15-9:30 Welcome and brief update – Co-Chairs
- 9:30-10:45 Plenary panel: “Bridging the Congressional-Executive Chasm: A conversation with Three Congressional Leaders.” – George Ingram, Chair, with former Congressmen Matt McHugh, Jim Kolbe, and Howard Berman
- 10:45-11:15 Coffee Break
- 11:15-12:45 2 concurrent panels to discuss lessons learned on collaboration between USAID and Congress
- A. Creation of new legislation with a poverty focus – Alex Shakow, moderator, with Jack Sullivan (New Directions legislation), Chris Holmes (Global Water Initiative), Terry Peel (DFA legislation)
  - B. Dealing with disaster – Diana Ohlbaum, moderator, with Andrew Natsios (evolution of OFDA from a focus on disaster assistance to dealing with complex emergencies), Bill Garvelink (how OFGD’s mitigation and prevention role facilitates the Feed the Future initiative), and Jeremy Konyndyk, (OFDA and agency response to Ebola)
- 12:45-2:00 Lunch
- 2:00-2:30 Remarks by A/AID
- 2:30-4:00 Plenary panel - Issues and objectives that should shape the USAID of the next administration – Introduction by Nancy Birdsall, President of CGD, with CGD fellows Ben Leo and Casey Dunning participating together with Hill staffers (Les Munson and Tim Rieser, invited).
- 4:00 Adjourn to optional happy hour at nearby location